

Tuberculosis Citations in

Iowa Administrative Code 441 Chapters 109 & 110 Iowa Department of Human Services

441—109 – Child Care Centers

109.9(237A) Records.

109.9(1) *Personnel records.* The center shall maintain personnel information sufficient to ensure that persons employed in the center meet minimum staff and training requirements and do not pose any threat to the health, safety, or well-being of the children. Each employee's file shall contain, at a minimum, the following:

- a. A statement signed by each individual indicating whether or not the individual has any conviction of violating any law in any state or has any record of founded child abuse or dependent adult abuse in any state.
- b. Copies of all records checks kept in accordance with state and federal law regarding confidentiality of records checks. These records shall include:
 - (1) A copy of Form 595-1396, DHS Criminal History Record Check Form B, or any other permission form approved by the department of public safety for conducting an Iowa or national criminal history record check.
 - (2) A copy of Form 470-0643, Request for Child Abuse Information, when applicable.
 - (3) Copies of the results of Iowa records checks conducted through the SING for review by the department upon request.
 - (4) Copies of national criminal history check results.
 - (5) Any department-issued documents sent to the center related to a records check, regardless of findings.
- c. Reserved.
- d. A physical examination report. Personnel shall have good health as evidenced by a preemployment physical examination. Acceptable physical examinations shall be documented on Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; shall include a discussion regarding current Advisory Committee on Immunization Practices (ACIP)-recommended vaccinations; shall be performed within six months prior to beginning employment by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and shall be repeated at least every three years.

441-110 – Child Development Homes

441-110.5(2) Provider files.

A provider file shall be maintained and shall contain the following:

- a. A physical examination report. Providers and all members of a provider's household shall have good health as evidenced by a preregistration physical examination. Acceptable physical examinations shall be documented on Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; shall include a discussion regarding current Advisory Committee on Immunization Practices (ACIP)-recommended vaccinations; shall be performed within six months prior to registration by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and shall be repeated at least every three years.
- b. Certificates or other documentation from the department verifying the following:
 - (1) Required training as set forth in subrule 110.5(11).
 - (2) Completion of all record checks as required in subrule 110.7(3), at initial application, at each application for change and at each application for renewal.
- c. An individual file for each staff assistant that contains:
 - (1) Documentation from the department confirming the record checks required under subrule

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110.7(3) have been completed and authorizing or conditionally limiting the person's involvement with child care.

(2) A completed Form 470-5152, Child Care Provider Physical Examination Report, that meets the requirements of paragraph 110.5(2)“a.”

(3) Certification of a minimum of two hours of approved training relating to the identification and reporting of child abuse, completed within six months of employment and every five years thereafter, as required by Iowa Code section 232.69.

d. An individual file for each substitute that contains:

(1) Documentation from the department confirming the record checks required under subrule

110.7(3) have been completed and authorizing or conditionally limiting the person's involvement with child care.

(2) [A completed Form 470-5152, Child Care Provider Physical Examination Report](#), that meets the requirements of paragraph 110.5(2)“a.”